

## **Emergency/Evacuation Plan**

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## GENERAL GUIDANCE

There are certain things you can learn and do which will help you get ready for, and cope with, almost any type of emergency.

Perhaps the most basic thing to remember is to keep calm. This may mean the difference between life and death. In many disasters, people have been killed or injured needlessly because they took thoughtless actions when they should have done something else--or nothing at all just then.

In time of emergency, taking proper action may save your life. Take time to think, and then take the considered action for which the situation calls. Usually, this will be the action you have planned in advance, or the action you are instructed to take by responsible authorities.

# UNIVERSITY CENTER OF SOUTHERN OKLAHOMA

## EMERGENCY/EVACUATION PLAN

### I. PURPOSE

The purpose of this emergency/evacuation plan is to clearly establish authority and responsibility for administrative actions when it becomes necessary to close the building, evacuate students and/or staff, or delay building opening because of disasters, emergencies, inclement weather, or other reasons.

### II. AUTHORITY

The director is responsible for administering the emergency/evacuation plan. The director shall be responsible for the general supervision and welfare of the students and Center staff. The director, working with the three participating institutions, is authorized to cancel classes. In the director=s absence the assistant director is delegated this authority in consensus. The safety coordinator will establish rules, regulations, and procedures for administering and using the Center=s facilities, equipment, supplies, and staff during an emergency or disaster.

### III. POLICY STATEMENT

If an emergency occurs when school is in session, or at other times and under circumstances that would necessitate action by Center employees or that would involve the emergency use of our facilities, supplies, or equipment, the director is authorized to initiate the emergency/evacuation plan and to take other action required to protect the interests of the Center.

### IV. LEGAL PROTECTION

### V. DIRECTOR=S GUIDELINES AND REGULATIONS

### VI. SAFETY COORDINATOR=S GUIDELINES AND REGULATIONS

## **EMERGENCY NUMBERS**

1. Fire Department .....911
2. Ambulance .....911
3. Civil Defense/ Emergency Operations Center ..... 223-4453
4. Bomb Threats.....911
5. Police (local or highway patrol).....911

## **LOCATION OF FIRE ALARMS AND FIRE EXTINGUISHERS**

### Fire Pull Alarms

- East door (exit to faculty and staff parking lot)
- North door (exit to high school building)
- South door (front entrance to the Center building)
- South hallway (by counseling offices - SOSU & ECU)
- Back door in library (Emergency Exit)
- Back door by Rooms 11 and 12
- Back door in Room 8
- Exit door in Conference Room

### Fire Extinguishers

- Conference Room (outside the door)
- Room 1 (in the hallway)
- Room 4 Front and back of the Room
- Room 5 - north door
- Hallway by Room 8
- Room 8 at back of room
- Library entrance
- Back door by Rooms 11 and 12

## **TYPES OF EMERGENCIES**

### **I. BOMB THREATS**

- A. Get as much detail as possible about the bomb and its location. Request more data by expressing a desire to save lives. Ask the caller:
  - 1. Exact location of bomb
  - 2. Time set for detonation
  - 3. What it looks like
  - 4. What the explosive is
  - 5. Did You place the bomb
  - 6. Why did you place the bomb
  
- B. In case of bomb threat warnings:
  - 1. Immediately call director or safety coordinator. If necessary, the director or safety coordinator will call the police and fire departments.
  - 2. Have a copy of the floor plans available.
  - 3. A decision by the administration must be made about whether to evacuate the building.
  
- C. In case of actual bomb discovery in the building or on the grounds:
  - 1. Evacuate the building immediately to at least 500 feet.
  - 2. Do not handle or move the bomb or touch anything suspicious.
  - 3. Have first aid kit available.
  
- D. If evacuation is made, consider:
  - 1. Experience has shown that bombs are often placed near exits or in rooms or closets near exits; therefore, inspect exits first and identify alternate evacuation routes.
  - 2. The administration and library staff should make visual checks of the offices and library and report anything unusual. Do not touch anything suspicious.
  - 3. When necessary, instructors will be responsible for keeping count of their students.
  
- E. A Bomb Threat Report should be completed for purposes of investigation. (Appendix B)

## II. **INCLEMENT WEATHER (SNOW, ICE, FLOODING)**

### A. Procedures for emergency closings.

1. The director, in conference with the three participating institutions, will decide whether to delay the opening or to close the building. If the decision is for a delayed opening or cancellation, the director will notify the radio and TV stations concerning the Center building. All school cancellations will be reported by the institution.
2. The director shall develop a system for notifying Center employees about cancellations or delays.
3. Personnel should consult the Center Employee Policy Manual concerning emergency leave.

## III. **TORNADOES/SEVERE THUNDERSTORMS/HIGH WINDS**

A. Tornadoes and extreme winds cause loss of life and great property damage throughout to United States. The Ardmore area is not immune to these conditions. The Center administrators and safety coordinator should know the areas where protection is available. Designated storm shelters include: the workroom, and hall area going in to the front offices, small office at end of hall area in front office, the hallway by the director=s office, room 10, ECO, faculty, and advisement offices,(exclude the far right office in the corner of the advisement area) room 6R, and small bathrooms on north hallway adjacent to room 6R, bathrooms by room 7, room 9, women=s restroom by room 11 . Just remember to pick a room with no outside walls.

### B. Tornado characteristics

1. Majority occur from April through June.
2. Most likely to occur in mid-afternoon, from 3:00 to 7:00 p.m.
3. Direction and movement is predominantly from the southwest to the northeast.
4. Length of path averages four miles, but some have exceeded 100 miles.
5. Width of path averages 300 to 400 yards, but may reach one mile.

### C. Safety areas

1. Evacuate any portable buildings that could be on the site.
2. Avoid the following, if possible:
  - a. Areas where roofs are likely to be blown off.
  - b. Windward edges (usually south and west).
  - c. Portions with overhangs on the windward side.
  - d. South and west areas of the building.
  - e. Corridors that may become wind tunnels (doors opening to the south and west).
  - f. Locations with windows facing the likely storm direction.
  - g. Areas with load bearing walls
  - h. Large open areas (student lounges or some classrooms).
3. Consider the following areas for safety.
  - a. Interior spaces (avoid areas with large spans).
  - b. Corridors that open to east and north.
  - c. Sit face down, draw your knees up under you, and cover the back of your head with your hands.
4. Center staff should always advise students and faculty to stay in the designated areas until the weather is calm, however, we cannot force anyone to stay in the building.

**IV UTILITY EMERGENCIES** - Power outages are usually of short duration and do not pose a major problem. As a precaution, battery-operated flashlights will be kept in each administrative and library office and periodically checked.

- A. General power outage (during freezing weather).
  1. Determine duration of outage.
  2. The director will decide if building should be closed.
  3. Conserve building heat.

- B. General power outage (mild weather).
  - 1. Determine duration of outage.
  - 2. The director will decide if building should be closed.
  - 3. Turn off all switches.
- C. Gas line break.
  - 1. Clear the area immediately (evacuate building, if necessary).
  - 2. Call 911 for notification of fire and police departments.
  - 3. Call emergency number for the gas company.
  - 4. Inform director and/or safety coordinator.
  - 5. Leave all switches and other electrical apparatus as is. Do not create sparks.
- D. Water main breaks.
  - 1. Call city office.
  - 2. Inform custodial staff.
  - 3. Inform director and/or safety coordinator.
- E. General telephone outage.
  - 1. Notify telephone company.
  - 2. Notify director and/or safety coordinator.
- V. **FIRE** (also consult Fire Safety Plan in this manual)
  - A. Sound alarm.
  - B. Evacuate building
  - C. Call 911
  - D. Account for all employees and students

E. Employees and custodians should be trained in proper use of fire extinguisher.

**II. HAZARDOUS MATERIALS INCIDENT (ON OR OFF CENTER GROUNDS).** (Also consult Hazard Communication Plan in this manual - Also consult Appendix A-Situation Report)

A. Determine the need to evacuate employees and students from the building.

B. Determine the need to evacuate employees and students from the grounds.

C. Move crosswind, if necessary, to evacuate the area--never directly with or against the wind, which may be carrying fumes.

D. Notify police and fire department (911).

**VII. NUCLEAR EMERGENCY: THE CENTER WILL FOLLOW THE COUNTY EMERGENCY MANAGEMENT PLAN.**

**VIII. SERIOUS INJURY OR ILLNESS**

A. For serious injury or illness, call 911.

B. Contact next of kin (spouse, parent, etc.)

C. Report the incident to the director and the safety coordinator.

**IX. EARTHQUAKE**

An earthquake will probably occur without warning; therefore, no suggestions are given for warning, but instructions should be given regarding precautions to be taken.

A. If indoors.

1. Keep calm and briefly assess the situation before acting.

2. Stay inside, move away from windows, shelves and heavy objects and furniture that may fall.

Take cover under a table or desk, in a corner or in a strong doorway.

3. In hall, stairways, or other areas where no cover is available, move to the interior wall, kneel with your back to the wall; place your head close to your knees; cover the sides of your head with elbows and clasp your hands firmly behind your neck.

4. In the library, immediately move away from where books and bookshelves may fall. Take cover under desks.
  5. In the laboratories turn all burners off (if possible). Move away from shelves/tables holding chemicals. Take cover under tables away from chemicals.
- B. If outdoors.
1. Keep calm and assess the situation before acting.
  2. Move away from the building, if possible.
  3. Avoid areas where falling objects are likely.
  4. Continue to be aware of dangers that may demand movement.
  5. If time does not permit the above, assume a sitting protective position.
- C. After the quake.
1. Do not light fires until advised by authorities that it is safe to do so. Gas pipes may have ruptured.
  2. Avoid touching fallen electrical wires.
  3. Do not enter a building or dangerous area until it has been checked for possible damage.
  4. Make sure all employees and students are accounted for and report to the safety coordinator.
  5. Use a radio, if available, for latest bulletins.

## **X. MEANS OF EGRESS**

Employees need a safe and efficient means of leaving the building in case of an emergency. These exits should be clearly marked with the word "EXIT" in legible letters at least 6" high and with at least 3/4 stroke wide. The exit signs should be illuminated by internal or external means by a reliable light source. An inspection checklist for exits can be found in Appendix J.

Lock-Down Alert:

Updated 1/31/13

## XI. UNWANTED INTRUDER

The goal is to maintain calm and order not to disrupt the classroom any more than necessary.

Upon receiving a "Lock-Down Alert"

### A. Immediately:

1. Close all doors, lock doors if possible, move all occupants of the room to a safe location, and make sure everyone is out of view of any hallway windows.
2. Close and secure any windows and if shades are available keep them closed.
  3. Instruct all occupants to turn cell phones to vibrate only.
  4. Turn off the lights in the room.
    5. Use laptops (where wireless is available) and desktop computers to access campus email.
    6. Classrooms and offices should appear secure and unoccupied from the hallway.
  7. The appointed building monitor shall secure all outside doors to the building.
8. No person should be allowed to enter or leave the room or building until the all clear signal has been received. This is because the intruder could be a faculty, staff, or student, and may pretend to seek safety in order to gain access to a room. Should imminent danger be encountered and the rooms have windows, it will be necessary for the person in charge of that room to determine if it is safer to remain in the room or flee from the building through an outside window. However, under no circumstance shall the room be evacuated through an internal hallway until the all clear signal has been received.
  9. Any person caught outside of a locked down building should secure themselves inside their personal vehicle, or leave campus by foot. Do not attempt to enter a locked-down building or classroom after an alert has been given.

### B. Modified Lock-Down:

1. All exterior doors locked and no persons in or out unless cleared by the AHEC

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Administration or Ardmore Police Department. School will continue to function as closely to normal as possible inside the building.

C. Situation Notification:

1. AHEC only has a voice call through the phones, you would have to do a voice call :  
Sorry to interrupt: the IOC is in(give location).

Remember: If your life or your student=s life is threatened, you might have to do what you have the fear of doing and that is stopping the immediate threat with all means necessary.